

CONSTITUTION AND BY-LAWS

(Revised: 1/20/72; 2/12/74; 4/2/75; 12/5/79; 4/17/85; 8/11/95; 3/4/98; 4/7/00; and, 06/2002)

ARTICLE I

Name and Geographic Coverage

Section 1 - Name

The name of this organization shall be the Chicago Federal Executive Board, hereinafter referred to as the Board.

Section 2 - Geographic Coverage

The following counties comprise the central metropolitan statistical area as defined by the Bureau of the Census and are considered part of the Chicago metropolitan area for the purposes of the Board: Cook, DuPage, McHenry, Lake, Will, Kane, DeKalb, Grundy, and Kendall in Illinois, and Lake and Porter counties in Indiana. This area shall hereinafter be referred to as the Metropolitan Area or Chicago Metropolitan Area.

ARTICLE II

Authority and Purpose

Section 1 - Authority

This Board was established by the direction of the President and operates under 5 CFR Part 960, as published in the Federal Register.

Section 2 - Purpose

It shall be the purpose of the Board to strengthen the management and administration of executive branch activities in the Chicago Metropolitan Area. The Board is organized and functions under the authority of the Director of the Office of Personnel Management.

Section 3 - Authorized Activities

Subject to the guidance of the Director of the Office of Personnel Management, the Board shall be responsible for:

- (1) assisting in the implementation of Presidential initiatives; personnel initiatives of the Office of Personnel Management; programs led by the Office of Management and Budget; and facilities planning led by the General Services Administration;
- (2) managing the local Combined Federal Campaign;
- (3) sharing technical knowledge and resources in finance, internal auditing, personnel management, automated data processing applications, interagency use of computer installations, and similar commonly beneficial activities;
- (4) pooling resources to provide, as efficiently as possible, and at the least possible cost to the taxpayers, common services such as employee first-aid, CPR training, preventative health programs, assistance to the aging, blood donor programs, and savings bond drives;
- (5) encouraging employee initiative and better performance through special recognition and other incentive programs, and provision of assistance in the implementation and upgrading of performance management systems;
- (6) coordinating emergency operations, such as under hazardous weather conditions; responding to blood donation needs; and communicating related leave policies;
- (7) conducting such other programs, projects, and operations as may be set forth in the annual work plan.

ARTICLE III **Membership and Meetings**

Section 1 - Composition of the Board

Membership of the Board shall consist of the principal area officer with respect to an Executive agency. This means the senior official of the Executive agency who is located in the Chicago Metropolitan Area and who has no superior official within the Metropolitan Area other than in the Regional Office of the Executive agency. Where the Executive agency maintains facilities and more than one bureau or other subdivision within the Metropolitan Area, and where the heads of those facilities are in separate chains-of-command within the Executive agency, then the Executive agency may have more than one

principal area officer. The term "principal regional officer" means with respect to an Executive agency a senior official in a Regional Office of the Executive agency. The agency may choose to be represented by a special representative which means an official who is not subject to the supervision of a principal regional officer or a principal area officer and who is specifically designated by the head of the Executive agency to serve as the personal representative of the head of the Executive agency.

Section 2 - Alternates

Each member of the Board may designate an alternate member who shall attend meetings and otherwise serve in the absence of the member. The alternate member shall be a deputy or the principal assistant to the member or another senior official of the member's organization.

Section 3 - Voting Privileges

Voting privileges at meetings of the Board shall be restricted to members, or in their absence, their proxy, as so designated in writing by the members.

Section 4 - Affiliated Membership

Organizations may be accepted for affiliated membership. The organization's mission and goals must be similar to those of the Chicago Federal Executive Board. An organization wishing to be considered as an affiliated member must submit a letter to the Board expressing this request, provide information about their mission and goals and detail how these are similar to those of the FEB.

Once approved, the head of the affiliated member will be invited to the quarterly Full Board meetings. In addition, affiliated members will be permitted to disseminate any training opportunities to the Federal Executive Board membership, as well as receive notices of appropriate Board sponsored programs.

Affiliated members have no voting privileges.

Section 5 - Participation by Non-Members

Board members may arrange for participation by other agency officials, and by designated officials and employees on their staffs, in activities undertaken by the Board or work of the committees, councils, or task forces under the Board. Such assignments may constitute membership on the committee or the task force involved, but will not constitute membership on the Board.

Section 6 - Full Board Meetings

Meetings of the Full Board will be held not less than quarterly upon notice of the Chair. Any action pending before the Board at its meetings may be adopted with the concurrence of a majority of the members, or their designated proxies, present and voting, except that the Board will not endorse any contractual agreement unless approved by the Chair or Vice Chair and the Executive Committee.

ARTICLE IV

Officers and the Executive Committee

Section 1 - Officers

The officers of the Board shall be the Chair, Vice Chair, and Secretary/Treasurer. The officers shall be elected annually and are members of the Executive Committee.

Section 2 - Executive Committee - Elected Members Other Than Officers

An Executive Committee will consist of no less than seven (7) or more than twelve (12) members in addition to the officers and Ex Officio members. Approximately half of the Executive Committee members will be elected at the annual election of the Board in odd numbered years and the remaining half will be elected in even numbered years. The term of office for all elected Executive Committee members shall be two years. An Executive Committee member may serve an indefinite number of terms.

Section 3 - Executive Committee - Ex Officio Members

The following will be Ex Officio Members of the Executive Committee with voting privileges: past chairs of the Board still in Federal service in this community; the Director's Representative of the Office of Personnel Management; and the Regional Administrator of the General Services Administration.

Section 4 - Executive Committee Meetings

The Executive Committee shall meet on a monthly basis, or upon the request of the Chair. No alternates, substitutes, or guests are to attend Executive Committee meetings except at the request of, or by special arrangement with, the Chair.

Section 5 - Attendance by Executive Committee Members

Members of the Executive Committee shall personally attend no less than one-third of the Executive Committee Meetings during the fiscal year. An alternate or substitute attending

on behalf of the member does not constitute attendance by the member.

Section 6 - Voting Privileges

Voting privileges at the Executive Committee meetings are restricted to members. Alternates or substitutes attending Executive Committee meetings do not have voting privileges.

Section 7 - Executive Committee Responsibilities

The Executive Committee shall act on all policy decisions that require immediate action. It shall seek ways and means to conduct and provide overall guidance to FEB program undertakings. To the extent practicable, the Chair will designate program coordinators who will provide specific guidance for, and monitor and report on, committee sanctioned activities.

ARTICLE V **Duties of Officers**

Section 1 - Chair

The Chair shall preside at all meetings of the Board and Executive Committee, appoint program coordinators and all standing and special committees, and chairs thereof, call such special meetings as may be required, and act as spokesperson for the Board on all occasions. The Chair shall be authorized to conduct the regular business of the Board. When matters of substantive policy require immediate action, he/she shall ask the Executive Committee to approve his/her actions.

Section 2 - Vice Chair

The Vice Chair shall preside at meetings in the absence of the Chair, shall succeed him/her in case of vacancy, and shall serve as a member of the Executive Committee.

Section 3 - Secretary/Treasurer

The Secretary/Treasurer shall keep the minutes of all meetings and keep other records as may be required. He/she shall serve as a member of the Executive Committee. He/she shall be responsible for all fiscal business and will maintain an account in the name of the Board. He/she shall prepare and issue an annual financial statement in January of each year. In the event both the Chair and the Vice Chair are temporarily unable to perform the functions of the Chair, the Secretary/Treasurer of the Board shall act as Chair. Whenever the office of Secretary/ Treasurer is vacant, the Chair shall appoint a Secretary/Treasurer Pro Tem until the Executive Committee makes a permanent appointment to fill the unexpired term.

ARTICLE VI

Committees and Subcommittees

Section 1 - Responsibilities

It shall be the responsibility of the committees and subcommittees to develop and implement programs pertaining to specific Federal Executive Board direction.

Section 2 - Committees and Subcommittees

There shall be four standing committees. These are: The Combined Federal Campaign Committee, the Community Service Committee, the Diversity Advisory Council, and the Employee of the Year Committee. There may be additional committees from time to time, as the need arises.

There may be subcommittees that shall report to the board under the supervision of their committee chair. Other ad hoc committees are: the Local Federal Coordinating Committee (CFC), the Emergency Release Advisory Committee, and the Nominating Committee.

Section 3 - Chairs of Committees and Subcommittees

The Chair of the Board shall appoint chairs of committees with the concurrence of the Executive Committee. In general, these chairs will be local heads of Federal departments and agency field offices, or their deputies. Committee chairs shall have voting privileges by virtue of their membership on the Board.

Chairs of committees shall appoint chairs of subcommittees under their aegis. The committee chair shall recommend for approval, these subcommittee chairs who shall be subject to confirmation by the Chair of the Board.

ARTICLE VII

Election - General Procedures

Section 1 - Date of Election

Elections shall be held annually no later than July 31st. Officers will assume their duties on October 1st.

Section 2 - Nominations

Announcements will be issued to the members of the Board one month prior to the Nominating Committee being appointed indicating that nominations are being accepted for vacancies on the Executive Committee. These nominations shall be given due consideration by the Nominating Committee.

Section 3 - Nominating Committee

The Chair shall appoint a Nominating Committee consisting of a chair and at least four other members, who will prepare a slate of candidates for each elective office and, as appropriate, nominees for the Steven R. Cohen Award. The Nominating Committee shall submit the proposed slate to the Executive Committee for concurrence.

Section 4 - Election by Ballot

Once approved, the election slate will be transmitted to the Full Board for voting by secret ballot. The affirmation or declination of the slate shall be determined by a majority vote. Should the slate not be approved, the matter shall be returned to the Executive Committee and the nominating process repeated. Election results will be announced within one week after the close of the voting period.

The Executive Committee will determine the winner of the Steven R. Cohen Award, if any.

Section 5 - Filling Vacancies

The Executive Committee shall fill all vacancies of elected offices occurring during the year except that the Vice Chair shall succeed the Chair if the Chair leaves his or her office during the fiscal year.

ARTICLE VIII

Effective Date of Constitution and By-Laws

This Constitution and By-Laws shall become effective upon adoption by the Federal Executive Board.